

Send Transcription Report to Doctor Instructions

Access the Website:

1. Open an Internet browser (such as Internet Explorer or Netscape)
2. In the address window type: **eme.ssa.gov**

OR

Click on this link: <http://eme.ssa.gov>

3. Once you have this page up, click on Favorites
 - o Select “Add to Favorites”
 - o In the name field, type **Electronic Records Express**
 - o Click OK
4. Enter your Username
5. Enter the password given to you by phone.

Change Your Password:

If this is the first time you are logging on, you will be required to change your password.

1. Enter the password we gave you in the old password field.
2. Enter a new password that is at least 7 characters long and includes both letters and numbers.
3. Enter the new password again into the Confirm New Password field.

Update User Information:

Your user profile information that we currently have in our records can be modified via the “Modify your account information” link on the Electronic Records Express Website Homepage. If our records are incorrect, change your profile information by performing the following steps:

1. Select the “Modify your account information” link.
2. Enter your new profile information within the appropriate fields.
3. Select the “Modify” button to forward the change.
4. Select the ‘Submit’ button to submit the change.
5. A Confirmation Email will be sent to you once the change is processed.

Send Files:

- Look on the right under the **Document Exchange Services** heading and select “Send Transcriptionist Report to Doctor”. This option will take you to the **Electronic Records Express – Send Transcriptionist Report to Doctor Page**.

Step 1: Select the appropriate Doctor.

Select the appropriate DDS office.

Step 2: Select the “Browse” button to select the file to send. (Do not send files that are password protected.)

Select the “Add Another File” button to send additional files.

Step 3: Select the “Submit” button to forward the information to the receiving doctor and DDS office.